

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300-Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

Date: July 14, 2000

PAYROLL LETTER # 00-014

To: All Agencies/Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: PAYROLL INPUT PROCESS SYSTEM CHANGES

The State Controller's Office is pleased to announce the release of two new features on the Payroll Input Process (PIP) system. Two PIP online screens have been added that provide the capability to certify attendance and issue adjustments for various payment types. New documents have also been created to match the new PIP online screens.

Currently, agencies/campuses are required to submit STD. 674 documents for payment requests that can now be issued using the new PIP capabilities. The new capabilities will decrease the number of STD. 674's currently being submitted, as well as reduce the turnaround time to issue applicable payments and adjustments.

PIP REGIONAL TRAINING SEMINARS

Training on these features will take place during August and September 2000 (see schedule of regional seminars listed below). All agencies/campuses will have the new PIP online screens available following the training session.

The PIP seminars, which are approximately 3 hours in length, will provide information regarding the new PIP documents and screens. Please note, this is not a detailed PIP training class. Trainees must have a basic understanding of the attendance reconciliation process and PIP system.

We encourage attendance but realize it is difficult to send all staff to training. We strongly recommend that representatives from each agency/campus attend. Additional packages on the new PIP features, which can be taken back to those unable to attend, will be available at the seminars. The specific dates and locations of the PIP training seminars are listed below:

Date	Location	Sessions	Time
08/03	Sacramento State Controller's Office 300 Capitol Mall, 2nd Floor Rio Tierra Room	2	8:30-11:30 1:00-4:00
08/08	Red Bluff Department of Forestry 604 Antelope Blvd.	1	8:30-11:30
08/09	Sacramento State Controller's Office 300 Capitol Mall, 2nd Floor Rio Tierra Room	2	8:30-11:30 1:00-4:00
08/09	Arcata CSU, Humboldt 1 Harpst Street	1	8:30-11:30
08/10	Sacramento State Controller's Office 300 Capitol Mall, 2nd Floor Rio Tierra Room	2	8:30-11:30 1:00-4:00
08/15	San Jose San Jose State University One Washington Square	1	8:30-11:30
08/16	Fresno CSU, Fresno 5150 North Maple	1	8:30-11:30
08/16	Sacramento State Controller's Office 300 Capitol Mall, 2nd Floor Rio Tierra Room	2	8:30-11:30 1:00-4:00
08/16	San Francisco State Compensation Insurance 1275 Market Street	2	8:30-11:30 1:00-4:00
08/17	Wasco Wasco State Prison 710 Schofield	1	8:30-11:30
08/17	Sacramento State Controller's Office 300 Capitol Mall, 2nd Floor Rio Tierra Room	2	8:30-11:30 1:00-4:00

08/17	Eldridge Sonoma Developmental Cent. 15000 Arnold Drive	1	10:00-3:00
08/24	Pomona Lanternman Dev. Center 3530 West Pomona Blvd.	2	8:30-11:30 1:00-4:00
08/24	Patton Patton State Hospital 3102 E. Highland Avenue	1	8:30-11:30
08/25	Northridge CSU, Northridge 18111 Nordhoff Street	1	8:30-11:30
08/28	Sacramento State Controller's Office 300 Capitol Mall, 2nd Floor Rio Tierra Room	2	8:30-11:30 1:00-4:00
08/29	Sacramento State Controller's Office 300 Capitol Mall, 2nd Floor Rio Tierra Room	2	8:30-11:30 1:00-4:00
09/18	Atascadero Atascadero State Hospital 10333 El Camino Real	1	8:30-11:30
09/19	Soledad Correctional Training Fac. Highway 101	1	8:30-11:30
09/19	Fresno CSU, Fresno 5150 North Maple	1	1:00-4:00
09/20	Stockton Youth Authority Train. Cent. 7650 S. Newcastle	1	10:00-3:00
09/26	San Diego R.J. Donovan Corr. Fac. 480 Alta Road	1	8:30-11:30
09/27	Long Beach Chancellor's Office 401 Golden Shore	1	8:30-11:30
09/28	Costa Mesa Fairview Dev. Center 2501 Harbor Blvd.	1	8:30-11:30

To make reservations, please contact Linda McShane at (916) 322-9269, CALNET 492-9269 or contact Pat Quinn at (916) 324-7285, CALNET 454-7285. Reservations can also be made by sending the request via E-mail to PPSDTraining@SCO.CA.GOV. Please provide the following information when making your reservation:

- 1) Your agency/campus name
- 2) Contact person, location, fax number or E-mail for confirmation letter
- 3) Desired training location, date & time
- 4) Number attending
- 5) Total number of information packages needed for the agency/campus

Seminars will be filled on a first come first serve basis. Confirmation letters with directions and/or maps will be sent to your agency/campus contact person.

If you have any questions regarding this Payroll Letter please contact Pat Quinn at (916) 324-7285, CALNET 454-7285. We look forward to seeing you at the training seminars.

RZ:PQ/PMAB